

Accident Reporting Form		
Date		Time
Location of Accident:		
County	City	Route no.
You and your State Vehicle:		
Agency Name and Address		
Year and Make		License tag no. and State
Name		DL
Address		
Other Vehicle:		
Year and make		License tag no. and State
Name		DL
Address		
Insurance Co.		
Policy no.		
Did the police investigate this accident?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, which police department?		
Was anyone charged with a violation?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, who, and what was the charge?		
Was anyone injured?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, who?		
What was the nature of the injury?		

Statement

In your own words, give the circumstances of the accident.

[illegible]

Return this form by mail or fax within 10 days of the date of the accident.

- ◆ South Carolina State Budget and Control Board
Office of General Services
State Fleet Management
Attention: Safety Officer
1022 Senate Street
Columbia, SC 29201-3160

Fax (803) 737-1160

Telephone Numbers

Emergency Medical Service

Charleston Area	(843) 745-4000
Lexington County	(803) 359-2521
Richland County	(803) 254-3061
Emergency	911

Law Enforcement

Highway Patrol (Columbia Area)	(803) 896-9621
Highway Patrol (Charleston Area)	(843) 740-1650
Highway Patrol (Greenville Area)	(800) 768-1503
Richland County Sheriff	(803) 691-9000
Lexington County Sheriff	(803) 359-8230
City Police - Columbia	(803) 252-2911
City Police - Charleston	(843) 577-7074
Emergency	911

State Fleet Management

State Fleet Manager	(803) 737-0668
Motor Pool Dispatcher	(803) 737-1517
Fax Number (Reservations)	(803) 737-1931
Columbia Maintenance Shop	(803) 737-1511
Safety Office	(803) 737-1602
Accident Coordinator	(803) 737-1505
Fax Number	(803) 737-1160
Repair to vehicles located outside Columbia Area	(800) 277-3686

Accident Procedures

- ◆ Turn ignition off and evacuate vehicle.
- ◆ Render first aid to any injured persons.
- ◆ Call for medical assistance or ambulance if required. (See inside front cover for telephone numbers.)
- ◆ Call local, municipal or county police, or SC Highway Patrol to report accident (see inside front cover for telephone numbers).
- ◆ Obtain data concerning other vehicle and driver, and complete Accident Report at Appendix D.
- ◆ Turn Accident Report in to your supervisor as soon as possible.
- ◆ Give the other driver your name and your agency’s name and address. **DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT.**
- ◆ Within 24 hours, report accident to the nearest office of James C. Greene Company and State Fleet Management.
- ◆ Collect calls will be accepted.

James C. Green Company Telephone Numbers

Anderson	(864) 226-5525
Beaufort.....	(843) 525-1160
Charleston.....	(843) 571-6863
Columbia	(803) 771-8820
Florence.....	(843) 662-2566
Greenville	(864) 232-2418
Greenwood	(864) 229-3302
Lancaster	(803) 285-8419
Myrtle Beach	(843) 449-4402
Orangeburg	(803) 536-1671
Rock Hill	(803) 328-1844
Spartanburg	(864) 582-5688
Sumter	(803) 775-8316

Accident Procedures (Continued)

Send a copy of the Accident Report (Appendix D) to each of the following addresses:

- ◆ James C. Greene Insurance Adjusters
PO Box 616
Columbia, SC 29202

Call Collect (803) 771-8820

- ◆ Office of General Services
State Fleet Management
1022 Senate Street
Columbia, SC 29201-3160

Call Collect (803) 737-0668